



LIBRARY BOARD OF TRUSTEES MEETING MINUTES - DRAFT
Thursday, January 4, 2018, 6:30 PM
625 NE 4th Avenue

I. CALL TO ORDER

Julie Hill called the meeting to order at 6:30 p.m.

II. ROLL CALL

III. APPROVAL OF MINUTES

Laura Felter moved to approve; Julie Hill seconded her approval.

A. Meeting Minutes from December 7, 2017.

 [Board of Trustees Meeting Minutes - December 7, 2017](#)

IV. COMMUNICATIONS RECEIVED

None

V. LIBRARY DIRECTOR'S REPORT

A. Director's Report for December 2017.

 [2017-12 December Director's Report](#)

Not a lot happened in December program-wise; as it was mostly holiday-themed events. This was our expectation as we moved into the month. The Library received a shout out from Councilman Hogan, who attending the Noon Year's Eve program with his granddaughter. Jen Colbert shared that she has been seeing more Library promotions in the City of Camas Newsletter. With the hiring of the City's new social media lead, there have been increased opportunities for cross-promotion on social media between the City and the Library.

VI. EXPENDITURES APPROVAL

Laura Felter moved to approve; Julie Hill seconded her approval.

VII. COMMITTEE & LIBRARY AFFILIATE REPORTS

A. Advocacy

Fresh off Judy Wile's presentation at the board meeting in December, Laura Felter saw an opportunity for her daughter to spread the word about Judy's teen Make Me program. Her daughter attends Liberty Middle School, and Laura directed her to hand out and post Make Me flyers in the school library, and to also "talk up" the program. Her daughter's efforts paid off, as Judy saw an increase in attendance at the next Make Me session. In other local school news, Ellen will be attending a meeting in January with local elementary librarians.

B. Policy

i. Meeting Room Policy - Update

Meeting Room Policy: The Board was given a copy of the Meeting Room policy. They will review it and return to the February 8 meeting with comments/recommendations. Next week Christopher will send the new Meeting Checklist, for which we will also ask for feedback, and also to be discussed in the February 8 meeting.

What we changed:

- I. Any meeting peripherals or refreshments must be contained within the meeting room itself, and not extend into the Second Story Gallery.
- II. Will charge a cleaning fee for both public and private meetings if applicable.
- III. Recurring meetings are renewable every six months.
- IV. Attendees must vacate the meeting room within fifteen minutes of closing.

We are working on making the meeting room documents available on the website as fillable PDFs, PDFs, or Word documents that can either be e-mailed directly to us or handed in.

C. Personnel

No updates.

D. Second Story Gallery Society (SSGS)

No updates.

E. Friends and Foundation of the Camas Library (FFCL)

The FFCL is continuing to work on its normal flow of business. They continue to attract good people. The team needs to work on its communication, and how to address disagreements.

VIII. AGENDA ITEMS

A. Introduction of Danielle Reynolds - Technology & Collections Manager

Danielle gave an overview of the projects and initiatives she spearheaded in Rapid City — where she held the title of Public Service and Collections Manager, working with 5 others managers and a director — as well as her skillset:

- Rapid City has a population of ~100,000. Danielle was part of a 42-person staff, with a collection of ~750,000. She modeled the library after a book store to make it more user friendly to the patrons. It was a combination of a word-based model with non-fiction Dewey added in. She expanded the non-fiction categories from 10 to 38, using pictures when applicable to denote specific sections. Created teams to work on projects. Beefed up the use of statistics, and implemented them to help manage the collection. Created a makerspace team to work on new ideas and services, beginning with the purchase of 3D printers. She also formed a partnership with a local school of engineering.
- Hired a designated Makerspace manager to work on partnerships as well as mentoring. Also reached out to the community to locate engineering resources.
- Helped with the transition of the Rapid City Library's ILS. She also formed a consortium with the rest of the Black Hills libraries, who had lost their ILS funding, to develop a shared ILS. She played a key role in developing rules and policies for the shared ILS. Thus, she is comfortable in working with vendors thorough an ILS transition
- Knows the ins-and-outs of OpenSource software.
- Is an expert at right-sizing, meaning she is adept at adjusting individual categories within a collection to meet the needs of the patron. For example, if reports indicate that the Camas community loves mysteries more than romance, she can reorganize or relocate non-mystery books to accommodate for mysteries and determine we need X number of shelves for this or that genre. Thus, when a library is low on shelf space, weeding does not have to be the only option. Right sizing is also beneficial for calculating ROI for a collection.
- She will be adding 8 STEM kits to our collection; these were paid for by a patron donation. These will be categorized by ages, starting with 4 years and ending with 12. The kits contain items such as robotic toys and building blocks. LEGOS haven't been added yet due to the number of working pieces. We are trying to more fully align our learning and resource tolls with what the local schools are focusing on. The new school release times next year we will be impacted in the afternoon. We need to adapt to how people are changing their learning habits, and we also need to be able to measure the effectiveness of these new models.

B. Committee to Recommend New Trustee

The deadline for applicant submission is tomorrow. Connie would like one to two board members to volunteer to review the five applications and sit in on the actual interviews. Laura Felter and Bonnie Carter volunteered. The interviews will be held the following week in the afternoon, to accommodate Laura's and Bonnie's schedules. Connie commented it's important to have a well-rounded board. Jen Colbert added it's always good to get a fresh perspective. Therein ensued a 5 to 10 minute discussion of the candidates.

New Officers/Committee Members: Jen Colbert moved to the role of Chair, Laura Felter moved to the role of Vice-Chair; and Shawn High was moved to the role of Secretary. Julie Hill will still attend the FFCL meetings, with Laura Felter as her alternate.

C. New Officers/Committee Members

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D. City Planning Conference

During this conference the department heads will be discussing the service levels of their individual departments. There will be a roundtable during which each department head will discuss their department's current level of service. The new Open Performance software will allow city residents to view the City's stats to determine how each department is doing. We need to be able to respond to the changing needs of the community.

This discussion of service levels ties back to budget and how each department is going to obtain the money they need to meet these needs. Connie is scheduled for a solo presentation after the conference but before the meeting in June. Jen Colbert confirmed to Connie that the board supports her and will be there when she needs them; just let them know when.

E. E-mail Account for the Board of Trustees.

An e-mail currently exists on our website: cpltrustee@gmail.com. This e-mail is forwarded to Laura Felter and the public has access to it. Discussed the issue of David Zavortink's e-mail, in which he shared his frustration that the databases were not working properly. It will be important to ensure that all e-mail addresses are current.

IX. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on the agenda items.

X. NON-AGENDA ITEMS

There were no non-agenda items.

XI. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on the non-agenda items.

XII. NEXT MEETING

The next meetings will be on February 8 and March 8, respectively.

XIII. ADJOURNMENT

Julie Hill adjourned the meeting at 7:37 p.m.